



State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

Administrative Review Summary Report

School Food Authority Name: Eloy Elementary District

CTD: 11-04-11

Site(s): Eloy Intermediate School

Contact: Trina Masters

Review Date: November 29, 2016

Review Period: October 2016

Programs Reviewed:



National School Lunch



School Breakfast



Afterschool Snack



Fresh Fruit & Vegetable



Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification & Benefit Issuance- Critical Area		
No findings.		<i>None required.</i>
Performance Standard 1: Meal Counting & Claiming- Critical Area		
No findings.		<i>None required.</i>
Performance Standard 2: Meal Components & Quantities- Critical Area		
No findings.		<i>None required.</i>
Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area		
No findings.		<i>None required.</i>
Meal Access & Reimbursement: Certification & Benefit Issuance		
No findings.		<i>None required.</i>
Meal Access & Reimbursement: Verification		
No findings.		<i>None required.</i>

Meal Access & Reimbursement: Meal Counting & Claiming

Daily edit checks are not being conducted appropriately.	Discussed that the attendance factor must be updated and checked regularly to ensure the correct one is entered. An Active Daily Edit Check Worksheet can be found on ADE's website at http://www.azed.gov/health-nutrition/files/2012/06/dailyeditcheckexceldec2013.xlsx .	<i>Please provide written assurance that daily edit checks will be conducted with the appropriate attendance factor.</i>
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Meal Pattern & Nutritional Quality: Offer Versus Serve

Cafeteria staff have not been properly trained on OVS. Specifically, staff confuse offer versus serve and serve only.	Discussed with Director that since staff help between the different sites they need a clear understanding of the differences between offer versus serve and serve only. USDA's Offer Versus Serve Manual, Effective beginning School Year 2015-2016 can be found on ADE's website at http://www.azed.gov/health-nutrition/files/2015/07/sp41-2015a.pdf . Meal or No Meal Power Point can be found on ADE's website at http://www.azed.gov/health-nutrition/files/2016/08/meal-or-no-meal_revisedaugust2016.pptx .	<i>Please provide a written plan for ensuring that cafeteria staff are properly trained on OVS.</i>
Signage which explains what constitutes a reimbursable meal was not displayed to students during BIC.	Discussed feasible options for signage and potential plan for posting. Printable POS Signage can be found on ADE's website at http://www.azed.gov/health-nutrition/meal-pattern/ .	<i>Please provide written assurance that signage explaining to students what constitutes a reimbursable has been displayed during BIC.</i>

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No further findings.	<i>None required.</i>
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Resource Management

Adult meals are not priced appropriately for lunch.	Discussed the minimum price requirement for adult meals. Calculation: Breakfast- \$2.04 (free meal reimbursement) + \$0.23 (USDA Foods)= \$2.27 Lunch- \$3.18 (free meal reimbursement) + \$0.23 (USDA Foods)= \$3.47	<i>Please provide the updated adult lunch price. Provide written assurance that the adult meal price will be calculated before the start of the first day of school each school year in order to ensure compliance with the USDA's requirements.</i>
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General Program Compliance: Civil Rights

The 'And Justice for All' poster was not displayed at each point of service. Specifically, posters were not displayed in classrooms during BIC.	Discussed requirements of where poster must be placed and where to find a printable "And Justice For All" poster on ADE's website at http://www.azed.gov/health-nutrition/civil-rights/ .	<i>Please provide written assurance that the 'And Justice For All' poster has been displayed near all points of service (classrooms) where program participants can view it.</i>
The Civil Rights Compliance form is not being completed every year by December 15.	Form was completed on 12/28 of last school year and form has not been completed for this school year. Discussed requirement for completing form and how to collect racial/ethnic data from program participants.	<i>Please provide a copy of the Civil Rights Compliance form for this school year.</i>
The non-discrimination statement used on program materials is not the most current USDA statement.	Discussed where to find non-discrimination statement on ADE's website at http://www.azed.gov/health-nutrition/civil-rights/ and whether long or short statement would be most appropriate.	<i>Please provide written assurance that all program materials have been updated with the proper language. Additionally, an updated program material with the correct non-discrimination statement must be provided to the reviewer.</i>
The PowerPoint used to train staff on civil rights topics is not the most up to date PowerPoint available.	Discussed with the Director the updated civil rights PowerPoint on the ADE webpage and instructed her going forward to use the updated material.	<i>None required.</i>

General Program Compliance: SFA On-Site Monitoring

On-site reviews of the lunch meal counting and claiming procedures for all sites within the SFA have not been conducted.	Discussed requirement and where to find a template On-Site Review Checklist Assessment of the Meal Counting and Claiming System found on ADE's website at http://www.azed.gov/health-nutrition/files/2016/09/updated-on-site-review-checklist-nsfp.doc .	<i>Please provide a written description of the process that has been put in place to ensure that all sites receive an on-site review of the meal counting and claiming procedures each year prior to February 1. Additionally, a completed On-Site Review Checklist Assessment of the Meal Counting and Claiming System must be submitted.</i>
On-site reviews of the breakfast meal counting and claiming procedures for 50% of the sites within the SFA have not been conducted.	Discussed requirement and where to find a template On-Site Review Checklist Assessment of the Meal Counting and Claiming System found on ADE's website at http://www.azed.gov/health-nutrition/files/2016/09/updated-on-site-review-checklist-sbp.doc .	<i>Please provide a written description of the process that has been put in place to ensure that 50% of the sites operating breakfast will receive an on-site review of the meal counting and claiming procedures each year prior to February 1. Additionally, a completed On-Site Review Checklist Assessment of the Meal Counting and Claiming System must be submitted.</i>

General Program Compliance: Local Wellness Policy

A recent assessment of the implementation of the LWP has not been conducted.	Discussed LEAs must fully comply with the requirements of the final rule by June 30, 2017. Additionally, discussed the final rule requires LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine: Compliance with the wellness policy; How the wellness policy compares to model wellness policies; Progress made in attaining the goals of the wellness policy. Sample evaluation tools can be found on ADE's website at http://www.azed.gov/health-nutrition/wellness-policy/ .	<i>Please provide written assurance that a assessment of the implementation of the LWP will be conducted at a minimum of every 3 years.</i>
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General Program Compliance: Competitive Food Services

No findings.	<i>None required.</i>
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General Program Compliance: Professional Standards

The School Nutrition Program Director did not meet the training requirements for the current school year and sufficient plans for meeting the requirements have not been developed.	Discussed 12 hour requirement and feasibility for attending upcoming applicable trainings. Director counted a 4 hour training completed in May 2016 as part of completed training hours for this school year, this set her back 4 hours since this training was conducted prior to June 2016. Trainings for School Nutrition Professionals can be found on ADE's website at http://www.azed.gov/health-nutrition/nslp/training/ .	<i>Please provide the expected date that the training requirement will be met as well as the name, date, and content information of trainings that the School Nutrition Program Director is registered for.</i>
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General Program Compliance: Water

No findings.	<i>None required.</i>
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General Program Compliance: Food Safety, Storage and Buy American

The most recent food safety inspection report was not posted in a publicly visible location.	Discussed making copies of most recent report and feasible places for posting.	<i>Report has been displayed at Eloy Intermediate School. Please provide written assurance that the most recent food safety inspection report has been posted at all sites.</i>
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General Program Compliance: Reporting & Recordkeeping

CNP Web site applications do not reflect accurate After School Snack participation.	Discussed with Director the importance of having all site applications as accurate as possible.	<i>Please log on to CNP Web and update site applications to accurately reflect program participation.</i>
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General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

Outreach to families regarding the availability of the SBP was not conducted multiple times during the school year.	Discussed the requirement to promote SBP a few times throughout the school year and methods of notifying families of the availability of the SBP.	<i>Please provide a description of how families will be notified of the availability of the SBP during the school year, and written assurance that this will occur.</i>
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Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2017 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Comments/Recommendations:

Congratulations on completing your 2016-2017 Administrative Review! You are all doing such a wonderful job implementing the National School Lunch and School Breakfast Program at Eloy Elementary District, please keep up the good work.

To stay on track with NSLP requirements checkout the NSLP at a Glance Calendar & Monthly Checklist on our website at
http://www.azed.gov/health-nutrition/files/2016/07/sy-16_17-nslp-calendar7.20.16.pdf

Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at
<http://www.azed.gov/health-nutrition/nslp/training/>

Fiscal Action Assessed?

☐ Yes- SBP ☒ No- SBP ☐ Yes- NSLP ☒ No- NSLP

Please submit corrective action response by January 27, 2017 to Elisabeth.Alvarez@azed.gov or 1535 West Jefferson Street, Bin #7 Phoenix, AZ 85007.



12/19/2016

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the Administrative Review Appeal Procedures found in your Child Nutrition Programs Guidance Manual.



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